ADMISSION BROCHURE
(2016-2019)

Master of Financial Management (MFM)
Master of Marketing Management (MMM)
Master of Information Management (MIM)

Indian Education Society’s
Management College and Research Centre
‘Vishwakarma’, M.D.Lotlikar Vidya Sankul,
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✆ 9029201800 ; Fax: +91 22 61378444
E-mail:- admissions@ies.edu  Web: www.ies.edu/management
PART-TIME PROGRAMMES

IES Management College and Research Centre (IESMCRC) is recognized as a premier business school, committed to academic excellence and value based education.

The Part Time Programmes are affiliated to University of Mumbai. The students are trained on the practical aspects of management using the course syllabus prescribed by the University of Mumbai. These programmes are beneficial to the aspirant candidates who are currently employed and want to train themselves on theoretical and practical aspects in management in order to reach the higher rungs at the workplace.

Please read all the sections carefully, follow the instructions as stated and fill in as much details about yourself as you can. You need to provide relevant details against the mandatory fields during the application process. This will enable us to assess your application properly and ensure that you are able to complete your application efficiently.

Eligibility

a. Qualification and Experience:
   i. A bachelor’s degree in any discipline of University of Mumbai or any other recognized University.
   And
   ii. Two years experience in Supervisory/Executive Cadre after having obtained Bachelor’s Degree.

b. Applicants selected for admission are required to register with University of Mumbai as Post-graduate students through the college.

c. Selection of the applicants is provisional and confirmed only on payment of fees, fulfilling the necessary conditions and submitting all the required certificates/documents in time.

d. Applicant who is a graduate of the University of Mumbai if selected, will be required to produce a Transfer Certificate from the constituent college of University of Mumbai last attended by him, at the time of admission.

e. Applicant who is a graduate of other Universities will be required to produce a provisional statement of eligibility issued by the Dy. Registrar, University of Mumbai, Kalina declaring him/her eligible for admission to the course at IES MCRC. These students should submit the Degree Certificate, Degree mark list and Migration Certificate in original and one photo copy. The admission will be regularized only after confirmation of their eligibility by the University of Mumbai.

f. A provisional eligibility certificate is issued by the Registrar, University of Mumbai to an applicant who is found eligible prima facie, for the admission to the Part-Time course at IES MCRC by applying in the prescribed form and by paying the requisite fees.

g. If at any stage it is found that an applicant does not satisfy the eligibility criteria or the information furnished by him/her in the application is incorrect, his/her application, if selected, will stand cancelled. Applicants appearing for the Personal Interviews will do so at their own risk of eventually forfeiting their admission for not meeting the eligibility criteria.

h. Applicants who are registered for the part time programs are required to go through the ordinances of University of Mumbai concerning the conditions to be fulfilled for successful completion of First Year/Second Year / Third Year of the respective programs and award of the degree.

i. The information given on IES MCRC website is subject to change as governed by the University of Mumbai’s Rules and Regulations.
Admission Processing Fees and Payment Options

a. The admission processing charges for Part Time Programs are Rs. 1000/-. 

b. The admission processing charges can be paid online (VISA/MasterCard/Netbanking) or offline (DD/NEFT). 

c. Applicants will be given access to the online application form upon confirmation of the payment. 

d. The application will be considered as accepted after the completion of entire application form. 

e. If the applicants choose to pay by Demand Draft or Online Money Transfer (NEFT), they should provide the DD number in case of Demand Draft or UTR number in case of NEFT and enter the details while making the offline payment. After submitting the details ‘Payment Confirmation Form’ will be generated. 

The bank details required for NEFT are as follows:-

<table>
<thead>
<tr>
<th>Account Name</th>
<th>IESMCRC</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bank Name</td>
<td>The Greater Bombay Co. op Bank Ltd.</td>
</tr>
<tr>
<td>Branch</td>
<td>Bandra Reclamation, Mumbai</td>
</tr>
<tr>
<td>Account No.</td>
<td>10218001458</td>
</tr>
<tr>
<td>IFSC Code</td>
<td>GBCB0000018</td>
</tr>
<tr>
<td>Type of account</td>
<td>Saving</td>
</tr>
</tbody>
</table>

i. The applicants should take the printout of the ‘Payment Confirmation Form’ and send it to the College address (along with DD if the payment is made using demand draft within 3 working days) 

ii. After confirming the payment status by College, applications will be given access of the online application form. The application will be considered as accepted after the completion of entire application form. 

Forms received after the last date will not be considered.

Mandatory Documents:

Self attested Photo copies of the following documents should be submitted on the day of Personal Interview. 

a. 10th, 12th and Degree (Semester / Year wise) Mark Sheets and Certificates. 

b. Work Experience Certificates 

c. Photographs 2 Nos. – Stamp Size (Please write Name on the reverse side of the Photograph along with the Registration No.) 

The shortlisted applicants must bring the original certificates related to work experience for the verification at the time of Personal Interview.

Selection

a. Applicants whose application forms are in order will be called for Personal Interview (PI) based on the details provided in relation to the educational qualification and work experience. 

b. Whilst selecting the applicants for admission, weightage will be given to (a) Scholastic Record of the Applicants; (b) the nature of Work Experience; and (c) performance in the Personal Interview conducted by the Institute. 

c. All documents shall be verified by IESMCRC along with the details provided in the application form. During verification if any incorrect information is found then the form will be outright rejected. Furthermore if at the time of admission (payment of fees), any document or information is found to be false or incorrect, provisional admission will be cancelled.
Course Fees

Following is the Fee Structure for the Three Year:-

<table>
<thead>
<tr>
<th>Sr. No.</th>
<th>Parameters</th>
<th>First Year</th>
<th>Second Year</th>
<th>Third Year</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Interim Tuition Fees*</td>
<td>₹ 46,000/-</td>
<td>₹ 49,680/-</td>
<td>₹ 49,680/-</td>
</tr>
<tr>
<td>2.</td>
<td>Exam Fee</td>
<td>₹ 01,200/-</td>
<td>₹ 01,200/-</td>
<td>₹ 01,200/-</td>
</tr>
<tr>
<td>3.</td>
<td>University P.G. Registration Fee</td>
<td>₹ 01,025/-</td>
<td>—</td>
<td>—</td>
</tr>
<tr>
<td>4.</td>
<td>Library Deposit</td>
<td>₹ 02,000/-</td>
<td>—</td>
<td>—</td>
</tr>
<tr>
<td>5.</td>
<td>Convocation Fee</td>
<td>—</td>
<td>—</td>
<td>₹ 250/-</td>
</tr>
<tr>
<td>6.</td>
<td>University Exam Fee</td>
<td>—</td>
<td>₹ 01,320/-</td>
<td>₹ 01,320/-</td>
</tr>
<tr>
<td>TOTAL FEES</td>
<td></td>
<td>₹ 50,225/-</td>
<td>₹ 52,200/-</td>
<td>₹ 52,450/-</td>
</tr>
</tbody>
</table>

* Tuition Fee is an Interim Fee. Final tuition fee for 1st year will be decided by Shikshan Shulka Samiti (S.S.S.) / University of Mumbai in due course and the students will be liable to pay the difference if the final fee is more than interim fee. The tuition fees for the Second and Third year will be intimated as and when it is decided by S.S.S./University of Mumbai.

Selected applicant will have to pay the entire fees as per the given schedule.

Cancellation of Admission:

For any reason if an applicant decides to cancel admission after payment of fees, then the refund will be as per College rules. The details are available in the prospectus and the applicants must read this before the payment of fees.

**Important Dates**

- **Availability of Online Applications Forms** - 18th JANUARY, 2016
- **Personal Interviews** - On every Saturday from March, 2016
- **Commencement of Course** - 09th JULY, 2016
- **Cut-off Date of Admissions** - 15th JULY, 2016

IES MCRC Reserves the rights to make any changes in the schedule